

## **Section 1. SPECIFIC USE PERMIT APPLICATION**

### **DEFINITION:**

A Specific Use Permit (SUP) is a permit authorized by Chapter 30 "Zoning", Section 30.600, Specific Use Permits. Two separate public hearings are held for the purpose of determining whether the proposed "new" commercial construction, amendment to previous SUP, or use designation:

- will not adversely affect the character and appropriate use of the area or neighborhood in which the use is proposed to be located;
- will not substantially depreciate the value of adjacent and nearby properties for the use in accordance with the regulations of the zoning district in which use will be located;
- will be in keeping with the spirit and intent of City codes;
- will not adversely affect the implementation of the approved Master Plan;
- will comply with applicable standards of the district in which location is proposed; **AND**
- will not adversely affect traffic, public health, public safety, public utilities, and the general welfare of the City.

### **PURPOSE:**

To review a use and/or site plan based on its compliance to zoning, drainage, grading, circulation, parking, utility services, and coordination of streets to the Master Plan Transportation Plan (and Conceptual Thoroughfare Extension Plan), confirming that the site plan meets all applicable City codes, ordinances, policies, and items requested per the SUP Site Plan Requirements checklist.

### **SUBMITTAL REQUIREMENTS:**

A complete Development Package (DP) must be submitted to the Development Department no later than the first working day of the month (or no less than 25 days prior to the City Council meeting when hearings are scheduled separately). **Proper City staff review of this application is dependent upon the accuracy of information provided. Any inaccurate or inadequate information provided by you or your agent may delay the proper review of your project and/or cause the return of this application.**

The DP consists of:

- Six copies of completed application with notarized signature and site plan requirement checklist form (mailing list does not need to be copied six times);
- Fee of \$150 per public hearing, two required (\$300)- for SUP for existing facilities, Fee of \$250 per public hearing, two required (\$500)- for SUP with new building construction;
- Six folded 24" x 36" blueline prints of the site plan, showing location of proposed or existing buildings and structures, circulation, parking areas, landscaping, utilities, etc.;
- One 8 1/2" x 14" reduced and readable print of the site plan;
- Six copies of the Development Design Statement (and other reference materials) -- Statement is a synopsis of the criteria listed on pages 8 and 9;
- Certified mailing list with corresponding self-addressed mailing labels for property owners within 200 feet of the subject site; **AND**
- Six copies of the Traffic Impact Analysis, if required.

### **APPROVAL PROCESS:**

- Interdepartmental staff review provided to applicant (a maximum of five working days);
- Notice of public hearing mailed to adjacent property owners within 200 feet of the subject site and published in the official city newspaper a minimum of 15 days prior to the scheduled meeting;
- Resolution of all review comments by applicant and resubmittal of DP no later than 10:00 a.m. on Tuesday of the week preceding the Zoning Commission meeting;
- Zoning Commission review of the site plan and public hearing held - Fourth Tuesday of the month, recommendation considered;
- City Council review of the site plan and public hearing held - First Tuesday of the following month, approval or disapproval considered; **AND**
- Applicant receives Specific Use Permit, if approved.

**NOTE:** The likelihood of a complete package being reviewed within the 21-day cycle depends upon the scale and complexity of the project. Larger, more complex proposals will require additional time at staff level before the Zoning Commission review occurs.

If you are required to amend and resubmit initial plans, resubmittal of six (6) blueines (and six sets of supporting documentation) are required for subsequent review by officials.

### **TIME LIMITATIONS:**

A Building Permit shall be applied for, and designated work begun, within one year from the time of the granting of the Specific Use Permit. City Council may authorize an extension of this time limit upon application by the owner prior to the expiration date of the time limit in effect. The fee for such application is as prescribed by ordinance for Specific Use Permit hearing before the City Council.

Additionally, no application for Specific Use Permit shall be received or filed with the Commission if within three months prior thereto, an application was received or filed on the same use. This time restriction shall apply whether said application was withdrawn before or after action by the Commission and whether or not final hearing and action had been filed by the Leon Valley City Council.

### **NOTE:**

Alterations to an approved Specific Use Permit may require application to be reconsidered; requiring additional public hearings and fees.

Copies of the Zoning ordinance may be obtained from the  
Development Department of Leon Valley City Hall.

**SPECIFIC USE PERMIT APPLICATION,**

**CASE NO. SUP** \_\_\_\_\_ -

PRINT (IN BLACK) OR TYPE

CONTINUOUS PERMIT REQUESTED: Yes or No

NAME OF APPLICANT:
ADDRESS:
PHONE NO: HOME (    )                      WORK (    )                      FAX (    )
STATUS: OWNER (    ) AGENT (    ) - If agent, attach notarized Letter of Authorization.

**PROPERTY DESCRIPTION**

ADDRESS:
LEGAL DESCRIPTION:
CURRENT ZONING:
EXISTING PROPERTY USE or STATE NONE:
PROPOSED USE & DESCRIPTION:
ACREAGE AND/OR SQUARE FOOTAGE:
DOES OWNER OWN ADJACENT PROPERTY: YES (    ) NO (    )
STRUCTURE: (    ) ADDITION TO EXISTING BLDG - _____ sf <b>OR</b> (    ) NEW CONSTRUCTION

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND THE ATTACHED INSTRUCTION SHEET AND KNOW THE INFORMATION I HAVE PROVIDED TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS APPLICATION WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. **I AGREE TO BE BOUND BY, AND TO COMPLY WITH ANY TERMS OR CONDITIONS IMPOSED BY SUCH PERMIT. I FURTHER ACKNOWLEDGE THAT** THE GRANTING OF A SPECIFIC USE PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING THE USE OF THE PROPERTY.

**STATE OF** \_\_\_\_\_  
**COUNTY OF**

SIGNATURE OF APPLICANT and DATE  
(Owner or Authorized Agent)

**BEFORE ME**, A Notary Public in and for \_\_\_\_\_, on this date personally appeared \_\_\_\_\_ (Applicant) who duly states that all facts in this application are true to the best of his knowledge.

**SWORN TO** and **SUBSCRIBED** before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SEAL

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission expires: \_\_\_\_\_

**MAILING LIST OF PROPERTY OWNERS TO BE NOTIFIED**

1. Please print/type names and addresses of the applicant, representative, property owners, and all owners of all property within 200 feet of the subject site listed with Bexar County Appraisal Rolls (as indicated on the map you are providing).
2. The names listed below should be keyed to the map, indicating the specific property owned.
3. Provide the City with corresponding **pre-addressed labels of property owners** listed below.

**NOTE:** If a property owner holds more than one lot (same mailing address for different lots), make only one mailing label for that property owner and write "Same Owner as #\_\_\_" on the attached mailing list.

I certify that the names, addresses and zip codes listed below are those listed on the current Bexar County Tax Roll.

Signed: \_\_\_\_\_  
Owner/Agent

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_ of 200\_.

Notary Public and for the State of Texas

Appointment Expires: \_\_\_\_\_.

\_\_\_\_\_  
APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

	PROPERTY OWNERS' NAMES AND			CB	ACREAGE AND
--	----------------------------	--	--	----	-------------




**Section 2. S.U.P. SITE PLAN REQUIREMENTS**

**STAFF REVIEW CRITERIA**

**New ( ) or Existing ( )**  
**PROJECT NAME:**

■ Development Design Statement sufficiently addresses the following review criteria (a typed, double-spaced document which states the nature of the proposed use and the means by which review criteria will be satisfied):

- ☐ Submittal conforms to the City's current Master Plan.
- ☐ Service available by City's water/wastewater - OR - S.A.W.S.
- ☐ Service available by other public utilities (CPS/Paragon/S.W.Bell).
- ☐ Demonstrates compliance with the Master Plan's Thoroughfare section regarding street extension.
- ☐ Minimizes number of access points onto adjacent, internal collector streets or major thoroughfares.
- ☐ Minimizes number of driveways onto internal public streets - driveways placed to mitigate potential traffic hazards and/or conflicts with nearby, lower-intensity land uses.
- ☐ Establishes effective screening as required. (City Code, Chapter 14, Section 14.204 requires a 6-foot vision proof fence or wall at the property line when a business district adjoins a residential area.)
- ☐ Demonstrates a guarded effort to preserve the natural features of the development site (i.e. land forms, trees, shrubs).
- ☐ Demonstrates that buildings and activities will be located in such a manner as to ensure adequate penetration of light, air and setback from vehicular circulation systems.
- ☐ Includes a definable system for accommodating internal, non-motorized travel.

### **DETAILED SITE PLAN REQUIREMENT CHECKLIST**

#### **GENERAL**

- ☐ six scaled drawings (1"=20')  
(typical architectural floor plans & elevations)
- ☐ sheet size 24" x 36" and numbered
- ☐ title in lower right hand corner of drawing:

DEVELOPMENT PLAN FOR  
\_\_\_\_\_ FOR

(name or description of use)  
(annotate **acreage**, and number of lots/units)  
(general location of property)

- ☐ boundary lines (angles, dimensions and reference to a block corner/intersection), noting area and width
- ☐ lot(s), block(s), and subdivision(s) noted
- ☐ vicinity map w/ north point and graphic scale
- ☐ name, address, phone number of current property owner, applicant, and plan preparer
- ☐ date of drawing with a place for revision dates

If use is to be located in an existing structure, applicant may be exempt from the following review factors except for parking and landscaping requirements:

#### **buildings:**

- ☐ building footprint(s); including shape and color
- ☐ minimum distances between building and property lines
- ☐ minimum distances between buildings and window openings
- ☐ square footage of building(s) and floor area
- ☐ number of stories and whether fire sprinklered
- ☐ front and side building elevations
- ☐ type of exterior masonry proposed and roof covering

#### **EXISTING SITE FEATURES**

(lighter line weight or dotted - data, to include zoning for subject property and property w/in 200' of the request)

- ☐ topography; 2' contours (min.)
- ☐ property lines
- ☐ floodplain notes, if applicable
- ☐ label adjacent properties, their use and zoning
- ☐ street r-o-w and curb lines and widths
- ☐ street names and medians (traffic analysis may be required)
- ☐ all means of ingress/egress, to include private/public
- ☐ driveways/sidewalks (also for adjacent uses and across street)
- ☐ easements such as power line, pipeline, access, drainage, etc. and/or existing public/private utilities
- ☐ existing structures and their use, fences, screening, etc.- include shape, size, color, sq. footage, masonry, roofing and exact location (front/rear/side setbacks), facade material
- ☐ parking and loading bays with dimensions
- ☐ landscaping, large trees and tree groupings (min 6")
- ☐ fire hydrant(s), fire lane layout, site lighting, free-standing sign(s), trash receptacle(s) and other information as required

#### **PROPOSED DEVELOPMENT**

##### **buffering:**

- ☐ location of screening fences or walls
- ☐ data on height and type of materials used for screening

##### **circulation:**

- ☐ street r-o-w lines and street r-o-w widths
- ☐ street curb lines and paving widths
- ☐ street names and street medians
- ☐ all means of ingress/egress, to include private/public
- ☐ easements such as power line, pipeline, access, drainage, etc. and/or existing public/private utilities
- ☐ structures/buildings and their uses, fences, screening, sidewalk, etc. to include shapes & sizes



**landscaping:**

- ☐ percentage of landscaping provided and plan attached
- ☐ exempt per LVCC, Ch.30, Section 30.405i(5)

**off-street parking & fire lanes:**

- ☐ parking and fire lane layout, fire hydrants
- ☐ location and dimension of driveways
- ☐ parking calculation table including number of spaces required and number (loading bays, if applicable)
- ☐ dimensions of parking space, maneuvering aisle, fire lanes
- ☐ location of parking lot landscaping and nature of proposed landscaping
- ☐ exempt per LVCC, Ch.30, Section 30.404c(1)

**signs:**

- ☐ location, type and size of free-standing signs proposed

**site lighting plan:**

- ☐ location of site lighting (indicate type and height proposed)

**trash receptacles:**

- ☐ location of trash receptacles
- ☐ data on height, and type of materials used for screening

**utilities:**

- ☐ size and location of all public and private utilities

**PROJECT NAME:**

**PROPOSED DEVELOPMENT (Con't.)**

**site data, notes indicating:**

- ☐ land uses proposed (detailed description of use)
- ☐ site area
- ☐ number of lots
- ☐ number of dwelling units
- ☐ floor area
- ☐ adequate vision clearance
- ☐ minimum front, side, and rear setbacks
- ☐ maximum height of buildings
- ☐ minimum lot area and width
- ☐ exterior facade material
- ☐ traffic impact analysis, if required

**miscellaneous:**

- ☐ grading, drainage and detention plan -

If City Engineer believes that drainage is likely to be a major concern, applicant shall submit drainage plans prepared by a registered professional engineer.

**Submitted By:**

Signature

Date

Printed Name

Mailing Address

City, State, Zipcode

Phone No.

Fax No.

NOTE: INCOMPLETE APPLICATIONS WILL BE  
RETURNED TO THE APPLICANT.

**REVIEWED BY CITY INSPECTOR: DATE: \_\_**  
**SIGNATURE: \_\_\_\_\_**

